

## **The use of Study IT in Estonia programme funds for mobility**

The aim of the program is to support ICT PhD students' and IT Faculty's teaching staff and researchers' participation in professional conferences, short-term seminars, courses, etc., and also self-learning/probation taking place in foreign countries. When applying, doctoral students are preferred, if money remains, TUT researchers in the ICT field. The application principles are:

1. If possible, support should be acquired from external sources of funding, like ETAG (Mobilitas), SA Archimedes (Kr. Jaagu scholarship), European Commission (Marie Curie) etc.
2. The first priority is to support publication of research results in high-level scientific conferences (ETIS classification 3.1).
3. Participation in conferences without a publication is supported only in case of specialized high-level conferences and under special circumstances.
4. Participation of PhD students in various training programs (summer schools, winter schools etc.) and seminars is encouraged.
5. In case of probation, applicants involved in supervising PhD students or teaching doctoral courses are preferred, followed by teaching staff involved with master's and bachelor's level studies.

### **Funding rates:**

Study IT in Estonia programme finances a maximum of 70% of the costs associated with the assignment. Activities funded in order of priority:

- Participation in conferences which result in an ETIS 3.1 category publication.
- Training programs or equivalent seminars for PhD students.
- Probation of teaching staff/researchers.
- Participation (in conferences, workshops, network meetings, etc.) without a publication or assignments to conferences that will result in a publication lower category than ETIS 3.1. In either case, a more detailed justification must be submitted.

The evaluation committee has the right to reduce the self-financing rates on reasonable grounds.

### **Rules:**

1. The applicant must submit: an application on a given form (with only textual input and/or links to websites), documents certifying the assignment (confirmation of an article acceptance, seminar program, invitation of the host university, separate argumentation (700-1000 characters) for going to a non-European conference etc.), an approval, PhD students must also submit a substantive recommendation from their supervisor.
2. The deadline for applications is the first day of each month.
3. The application can be submitted from three months prior to the event, but not later than 10 days prior to the event.

4. The evaluation committee makes the financing decision within 10 days after the submission of the application.
5. As a rule, one person should not receive more than two grants within a year.
  - a. When applying for the support for the second time, maximum of 50% of the assignment related costs will be compensated.
6. The applicant shall use the requested funds sparingly and reasonably. The assignment budget should be put together based on the following principles:
  - a. Only the early rate for registration to conferences, short-term seminars and courses is supported. If possible, the membership concessions of professional organizations (IEEE, ACM, etc.) should be used.
    - i. If registering to the event with a next-level rate, the difference shall be covered by the applicant's structural unit.
  - b. Only those assignment applications, which length is a maximum of one day before and one day after the event occurred, are supported (i.e. the departure must take place no later than the day after the event).
  - c. PhD student has the right to apply for a scholarship to cover the daily allowance. The scholarship can be applied only for the extent of participation in the event (i.e. the scholarship cannot be applied for the days spent on travelling).
    - i. The scholarship application must be submitted after the approval of the initial application for the funds and after the return from the assignment, but not later than the deadline for submitting the assignment report. The request must be made in a form of a non-formal e-mail, and sent to the same e-mail address as the initial application.
7. The application must be approved by the head of the structural unit (in case of PhD students, the application must also be approved by the supervisor).
8. After the return from the assignment the applicant has to submit an assignment report and a popular-scientific overview of the assignment:
  - a. The assignment report on TUT's form must be submitted to the structural unit within three working days after the return from the assignment (TUT employees must also submit an assignment order before going on an assignment).
    - i. If the report is submitted later, the costs of the assignment shall be covered by the applicant's structural unit.
  - b. The popular-scientific overview of the assignment (150-200 words, pictures) will be published on Study IT in Estonia programme's subpage on TUT IT Faculty webpage.
9. The conference presentation must include a reference to the Study IT in Estonia program (program logo must be added to the presentation).

Approved  
April 22, 2016.